



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

25 MARCH 2022

DIVISION MEMORANDUM
No. 092, s. 2022

**PRIVATE SCHOOL PERSONNEL APPLICATION FOR
PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPKI)**

To : CID and SGOD Chief Education Supervisors
All Public Schools District Supervisors
All Private Elementary and Secondary School Heads
Others Concerned

1. In accordance with the Department of Education (DepEd) Order 32, series 2021 entitled *Guidelines on Enrollment for School Year (SY) 2021-2022 in the Context of the Continuing National Public Health Emergency Due to COVID-19* and DepEd Order (DO) 58, series 2017 entitled *Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records*; this Office through the School Governance and Operations Division (SGOD) – Planning and Research Section in partnership with the Department of Information and Communications Technology (DICT) and Association of Private Schools Administrators (APSA) announce the submission of documentary requirements for the Philippine National Public Key Infrastructure (PNPKI) through the DICT Online Registration System (ORS) at <https://sites.google.com/dict.gov.ph/pnpki/ors>.
2. For efficient processing of PNPKI application and indicative of the number of teachers, please follow the schedule indicated in Enclosure 1 of this Memorandum with the list of documentary requirements.
3. For any question or inquiry, please contact the SGOD- PRS at 4466738 or email at planresearchbaguio@gmail.com.
4. Immediate and wide dissemination of this Memorandum is desired.

FEDERICO P. MARTIN, EdD, CEdd, CESO V
Schools Division Superintendent

"DepEd SDO Baguio City: We Serve, We Care."

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Enclosure 1 to Division Memorandum 92, s. 2022

**PRIVATE SCHOOL PERSONNEL APPLICATION FOR
PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPKI)
SCHEDULE AND LIST OF DOCUMENTARY REQUIREMENTS**

PNPKI Documentary Requirements:

- NSO/PSA Birth Certificate or valid Philippine Passport;
- UMID or ANY TWO (2) valid government-issued IDs; and
- Please check this link for the list of acceptable IDs - <https://dict.gov.ph/pnpki-individual-certificate/>
- 1 passport-size ID picture (must have plain background, taken within the last 6 months and should be in .JPG, .JPEG, or .PNG file type)

Name of School	Indicative Uploading of Documents in DICT Online Registration System (ORS)
4th Watch Maranatha Christian Academy of Baguio City, Inc.	April 01, 2022
Academia de Sophia International Inc.	April 04, 2022
Androgynous Heritage School	April 04, 2022
Baguio Achievers' Academy	April 05, 2022
Baguio Baptist Church Learning Center	April 05, 2022
Baguio Central University	April 06-07, 2022
Baguio City Academy Colleges, Inc.	April 07, 2022
Baguio City Foursquare Heritage Sch., Inc.	April 08, 2022
Baguio City Science Foundation	April 08, 2022
Baguio Higher Ground Christian School Inc.	April 12, 2022
Baguio International Academy	April 12, 2022
Baguio Multicultural Institute	April 13, 2022
Baguio Patriotic High School	April 18-19, 2022
Baguio Pines Family Learning Center, Inc.	April 20, 2022
Baguio Seventh Day Adventist School, Inc	April 20-21, 2022
Baguio Siloam Christian Academy, Inc.	April 22, 2022
Baguio Vision Christian Academy Foundation	April 25, 2022
Balay Sofia Inc.	April 26, 2022
BBCCC Foundation Preschool	April 26, 2022
Berkeley School, Inc.	April 26-27, 2022
Bethesda Sky Learning Center, Inc.	April 28, 2022
Bridges Tutorial & Learning Center	April 28, 2022
Bright Hope Room for Growth Inc	April 28, 2022

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BRITS Academy, Inc. (Former Name: Greenwood Christian School Inc.)	April 28, 2022
Calvary Ministries Academy of Baguio	April 29, 2022
Christian Legacy Academy	April 29, 2022
Crescent Valley Christian Academy	May 02, 2022
Cypress Christian Foundation School	May 02, 2022
Daily International School, Inc.	May 02, 2022
Disciples for Christ Independent School Foundation, Inc.	May 03, 2022
Don Bosco School of Baguio City, Inc.	May 04, 2022
Easter College, Incorporated	May 05-06 and May 10, 2022
Educare College, Inc.	May 11, 2022
Free Believers in Christ Academy, Inc.	May 12, 2022
Friendly Homes Kindergarten, Inc.	May 12, 2022
Genext School of Leaders Foundation, Inc.	May 13, 2022
Good News Academy, Inc.	May 16, 2022
Grace Baptist Church & Schools of Baguio City, Inc.	May 17, 2022
Grace Bible Integrated Academy of Baguio City, Inc	May 18, 2022
Headstart Play and Learn Montessori Inc.	May 18, 2022
Irisan Children's Learning Center Inc.	May 18, 2022
Living Epistle Christian Academy, Baguio Inc.	May 19, 2022
Loakan Baptist Church Christian Education Center	May 19, 2022
Logos Mission School, Inc.	May 20, 2022
Metropolitan Baguio Christian Academy	May 20, 2022
Northern Luzon Association For the Blind Inc. (NLAB)	May 23, 2022
NorthPhil Polytechnic Institute, Inc.	May 23, 2022
Northridge Academy, Inc.	May 23, 2022
Our Lady of Mt. Carmel Montessori	May 24, 2022
Our Lady of the Atonement Cathedral School, Inc.	May 24, 2022
Phases Learning Center	May 25, 2022
Pines City Baptist Academy	May 25, 2022
Pines City Colleges	May 26, 2022
Pines Faith Mountain Academy Incorporated	May 26, 2022
Pines Montessori School	May 26, 2022
Remnant International College, Inc.	May 27, 2022
Ridgeview Academy of Baguio	May 30, 2022
Saint Francis Xavier Seminary-Senior High, Inc.	May 30, 2022
Saint Louis School of Aurora Hill Inc.	May 31, 2022
Saint Louis School of Pacdal, Inc.	June 01, 2022
Saint Louis School, Inc. (Center)	June 02-03, 2022



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Saint Louis University Laboratory Elementary School	June 06-08, 2022
Saint Louis University Laboratory High School	June 09-10 and June 13-17, 2022
San Luis King's Kids Christian Academy	June 20, 2022
School of Thoughts Integrated Learning Experience	June 20, 2022
Shalom International School	June 20, 2022
Sienna Hills Academy, Inc.	June 20, 2022
Small World Christian School Foundation	June 21, 2022
St. Elizabeth Montessori School of Baguio City, Inc.	June 22, 2022
St. Francis Learners School of Baguio City Inc.	June 23, 2022
St. John Paul II Learning Center, Inc.	June 23, 2022
St. Joseph de Mary Academy, Inc.	June 24, 2022
St. Martin School, Inc.	June 27, 2022
St. Vincent de Ferrer Learning Center	June 27, 2022
Step Learning Academy	June 27, 2022
Subido Christian School	June 28, 2022
The School of St. Isidorus Inc.	June 28, 2022
UB - Science High School	June 29-30 and June 1, 2022
UCCP Baguio Educational Center, Inc.	July 04, 2022
Union School International	July 04, 2022
University of Baguio High School	July 05-07, 2022
University of Baguio Laboratory Elementary School	July 08, 2022
University of Baguio Science High School	July 11-13, 2022
University of the Cordilleras Grade School & High School	July 14-15 and July 18-22, 2022
Victory Baptist Academy	July 25, 2022
Westville School, Inc. /Glad Tidings Integrated School, Inc.	July 25 2022
Yesu Maeul Christian Academy	July 26, 2022
YMCA Pre-School	July 26, 2022

Note: List of Private Schools with Kindergarten to Grades 1-10 as of 24 March 2022,
School Year 2021- 2022

Source: SGOD – School Management, Monitoring and Evaluation Section (SMME)

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